



AIM

Achievement in Montana

Montana's State Student Information System

2007-2008 Overview

September 20th – 28th



Purpose of AIM

- Uniformly track student demographic, enrollment, program participation and assessment data
- Fully integrated special education record management system
- Provide tools for streamlining the accurate exchange of student related data between school district and OPI





Data Quality

**Decisions made from
the classroom to
the principal's office
to the state legislature
depend on the quality of the data that
is collected and reported.**



Data Quality

- Building quality data is a process that involves:
 - Accuracy
 - Utility
 - Security
 - Timeliness
- Consistent data provides a more accurate picture of our successes and needs

Data is used in calculating Adequate Yearly Progress, American Indian Achievement Payment, creating test labels, graduate and dropout rates, legislative data requests, and Federal reporting of enrollment, attendance, graduation, Title I, and everything else. Eventually state funding for ANB.





AIM Student Data Collection Schedule

Beginning of Year Collection

Sep. 1, 2007 to Oct. 23, 2007

- Enter graduation data for grade 12 or UH students for the 06-07 school year
- Run Graduate Filter/Report and verify accuracy of data
- Run Dropout Filter/Report and verify accuracy of data
- Enter calendar start and end date for each school
- Assign state IDs to new students
- Locate state IDs for transfer students
- Enter enrollment record for each student for 07-08 school year
- Enter program participation data for each student enrolled in the district

Fall Attendance Collection

Oct. 1, 2007 to Oct. 23, 2007

- Enter fall attendance information for each student enrolled on October 1, 2007
- Enter Job Corps Participants

Assessment Registration Collection

Jan. 1, 2008 to Jan. 31, 2008

- Enter/modify enrollment records for all students that have entered or exited since last data entry
- Run Enrollment Status or Summary report and verify accuracy of data
- Enter program participation data for each student enrolled in district
- Enter test sort data field



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AIM Student Data Collection Schedule *continued*

Spring Attendance Collection

Feb. 1, 2008 to Feb. 15, 2008

- Enter/modify enrollment records for any students that have entered or exited since last data entry
- Run Enrollment Status or Summary report and verify accuracy of data
- Enter spring attendance information for every student enrolled on February 1

Program Participation Collection

Mar. 1, 2008 to Mar. 26, 2008

- Enter/modify enrollment records for any students that have entered or exited since last data entry
- Verify and/or enter Program Participation data for every student enrolled on March 12, 2008

Test Window Attendance Collection

Mar. 1, 2008 to Mar. 26, 2008

- Update Enrollment records
- Enter aggregate hours and attendance data for every student enrolled on March 12, 2008

Career and Technical Education Collection

Apr. 1, 2008 to June 6, 2008

- Identify CTE concentrators and enter career path data

End of Year Collection

May 12, 2008 to June 25, 2008

- Enter/modify enrollment records for students that have entered or exited
- Enter enrollment end date and end status for all active student enrollment records
- Enter graduation data for grade 12 or UH students for the 07-08 school year



Login ID and Passwords

- Assigned to the district Authorized Representative
 - Responsible for designating who in the district has access to the system
- Not given out via phone, email or fax

Help - contact OPI's Help Desk at 444-3448



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Security and Confidentiality

- MT Dept of Administration infrastructure
- Browser-level encryption
- Strong passwords
- Personally identifiable information secure
- No data taken or stored off-site





Accomplishments

- State IDs assigned to all students receiving public education services
- Register students for state CRT assessment
- Data regarding disaggregated sub-groups used in AYP calculations
- Developed an OPI policy for Student records Confidentiality
- Eliminated aggregated enrollment counts in ADC
- Developed MT specific training materials
- Completed specifications for special education data collections and compliance monitoring process
- Completed specifications for the AIM Montana Edition provided to all districts at no cost
- Used student level data from AIM to produce reports on the status of K-12 schools and districts in making AYP



New for Fall 2007

- Collection Schedule
- Data Dictionary
- Training Materials
- Web Site Re-Design
- New Kindergarten Grade Levels
 - KH Half-time Kindergarten program
 - KF Full-time Kindergarten program
- Changes to End Status Codes
- Changes to Aggregate Hours Code Values





AIM Web Page

<http://www.opi.mt.gov/AIM/Index.html>

- ▶ AIM Collection Schedule
- ▶ AIM Collections
- ▶ Contacts
- ▶ Questions & Answers
- ▶ File Specifications
- ▶ Documents
- ▶ General Information
- ▶ AIM Policies
- ▶ Downloads



-  **AIM Login**
-  **E-Pass**
-  **AIM Listserve**
-  **Find a School**
-  **AIM Calendar**
-  **AIM Forum**

The Office of Public Instruction (OPI) released RFP06-12030 on November 16, 2005 and signed a contract with education software vendor, Infinite Campus, to purchase and make the necessary adjustments to their State Edition. All State Edition application upgrades and patches are included through June 30, 2007. We have named this system AIM, which stands for Achievement in Montana. This system will streamline the reporting of student-related data from school districts to OPI, including enrollment, demographic data, eligibility for state and federal education programs, registration for the statewide assessments.

▼ AIM News Headlines

▶ **AIM Web Site Re-Design**

[Archives . . .](#)



Coming Up Next

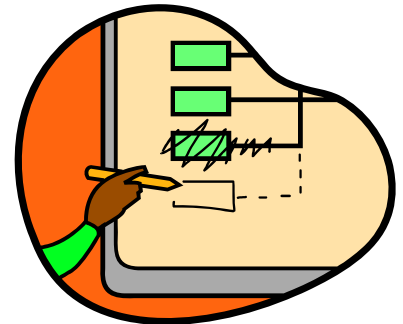


- December Mid-Year Release
- AIM Montana Edition
- Special Education Module
- 08-09 School Year Release



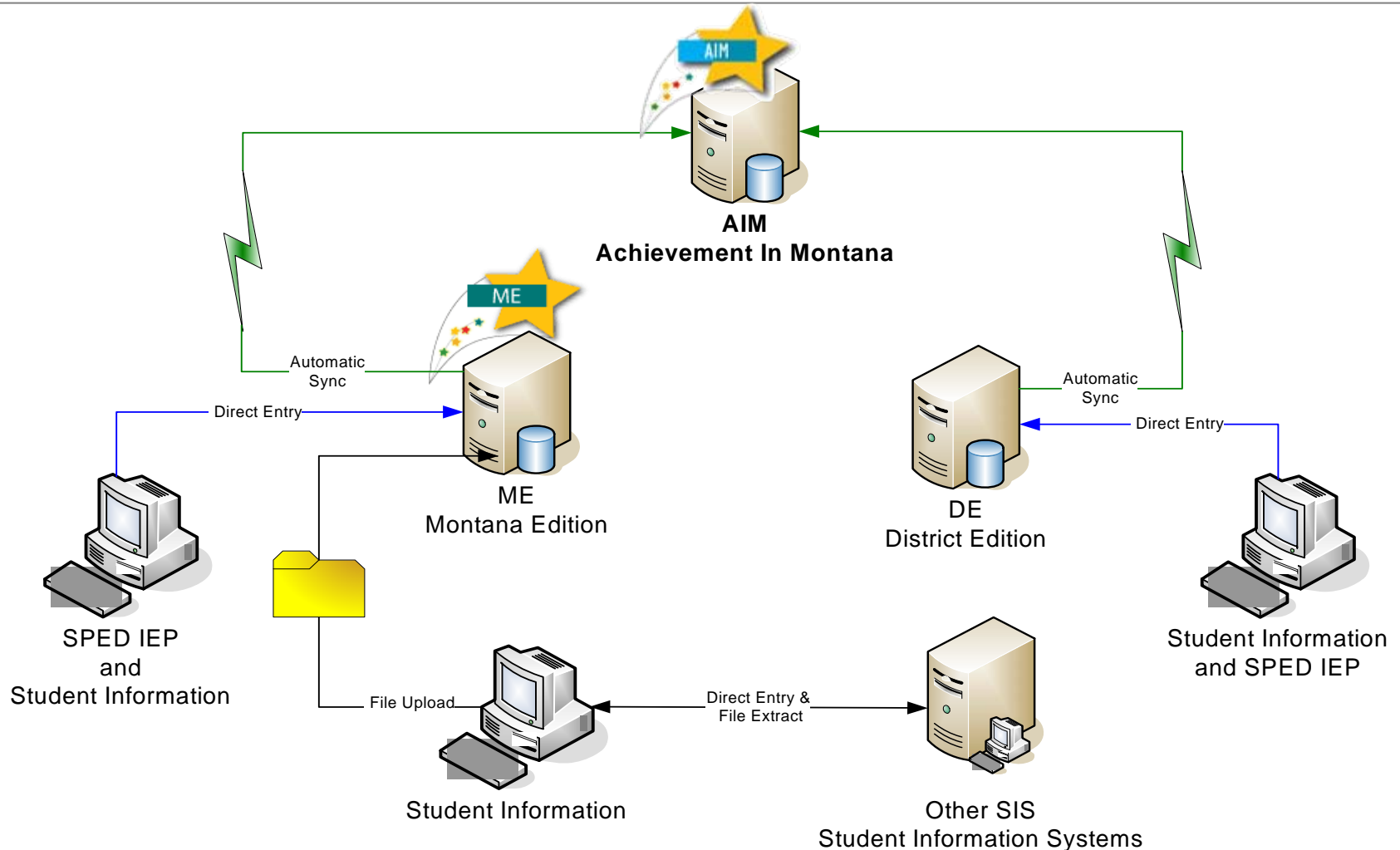
Mid-Year Release Changes

- Re-ordered fields in file upload formats
- Fall and Spring Attendance Collections
- CTE Collection
- Graduation file upload
- Additional validations on direct entry and file uploads
 - Removed null values
- New Data Elements
 - LEP (1st Identified and Proficient dates)
 - Part B Early Intervening Services
 - Supplemental Educational Services
 - Neglected and/or Delinquent Services
 - Sort Field
 - Exclude ANB – 10 Day Absent





Montana Edition





Montana Edition

- Direct sync to AIM State Edition
- Provided by the OPI to all schools
- Necessary for Special Education Module
- Schools responsible for security and user access
- Fully functional SIS
- Can continue to use local SIS
 - Will import student data to AIM ME instead of AIM State Edition





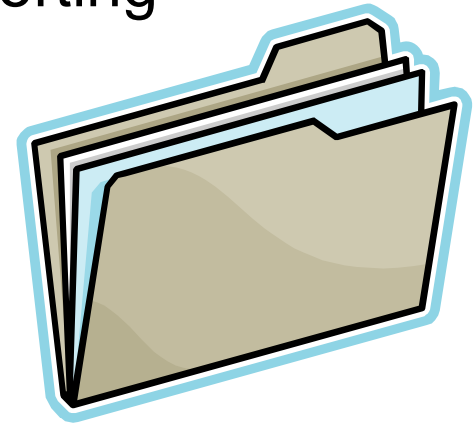
Montana Edition

- Pilot schools
 - Schools that want to adopt ME as only local SIS
- Roll out to all schools *planned* for January thru April
 - 2 Day Core trainings – System Admin, Census
 - 1 Day Special Education
 - Additional Features Trainings on Scheduling, Courses, Attendance, etc. will be offered
 - Web-ex, some regional sites if enough participants
- Web page dedicated to rollout of Montana Edition



Special Education Records Module

- Support teachers in completing and maintaining required paperwork
- Compliance with State and Federal reporting requirements
- Help teachers manage special education work flow and timelines
- Assist with data collection of student and staff information
- Provide tools for analysis and reporting
- Provide documentation used when billing Medicaid
- Enhance communication between schools and parents





Example of Editor Screen

Anderson, Allison S

Grade: **09** #**18** DOB: **08/06/1991** Gender: **F**

Summary **Team Members** **Documents** **Contact Log**

Save Save & Continue Delete Print New Plan Goal

Plan Outline mtIEP

Education Plan
Enrollment Status
Student Demographics
Parent/Guardian Demographics
Strengths / Concerns / Interests
Team Meeting
Special Considerations
Transition Plan
Postsecondary Goals
Transition Service Needs
Needed Transition Services
Outcome Measures
Academic and Functional Goals
Reporting Progress
SPED Services
Program Participation
Supplementary Services
Dist-Wide Assessments
Extended School Year
Accessibility and Responsibilities
High School Graduation
IEP Signature Page

Annual Academic and Functional Goals and Modifications

Goal Editor

Name:

Service Area of Need:

Describe the academic, developmental and functional strengths and needs of the student and how the disability affects involvement and progress in the regular curriculum or, for preschool children, involvement in appropriate activities. Test scores alone are insufficient.

Describe academic and functional goals to meet the student's identified needs and enable the student to be involved in and make progress in the regular education curriculum. Clearly specify the desired level of achievement.

Measurable Annual Goal:

This goal will be part of an Extended School Year service: ☐



Special Education Module

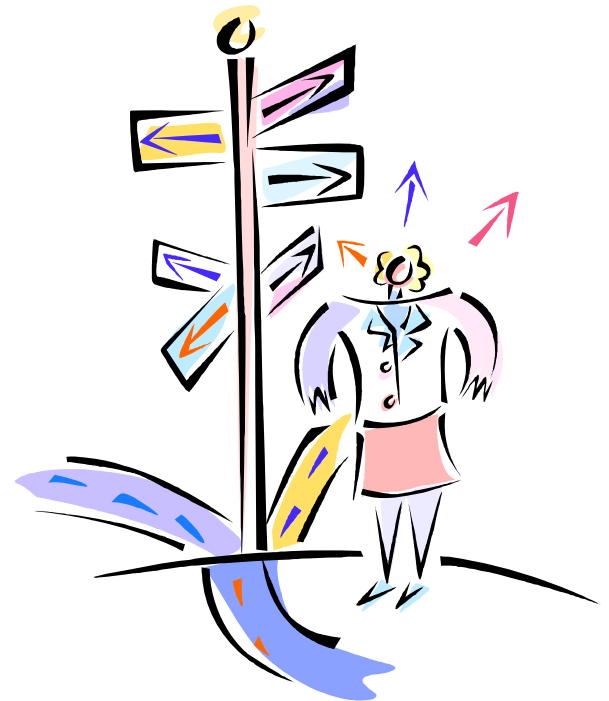
- OPI continuing to test and work with IC to develop a product specific to Montana's reporting and compliance monitoring needs
- Removed mandated use date of 12/1/07
 - Will likely be 12/1/08
- Piloted in spring 2008





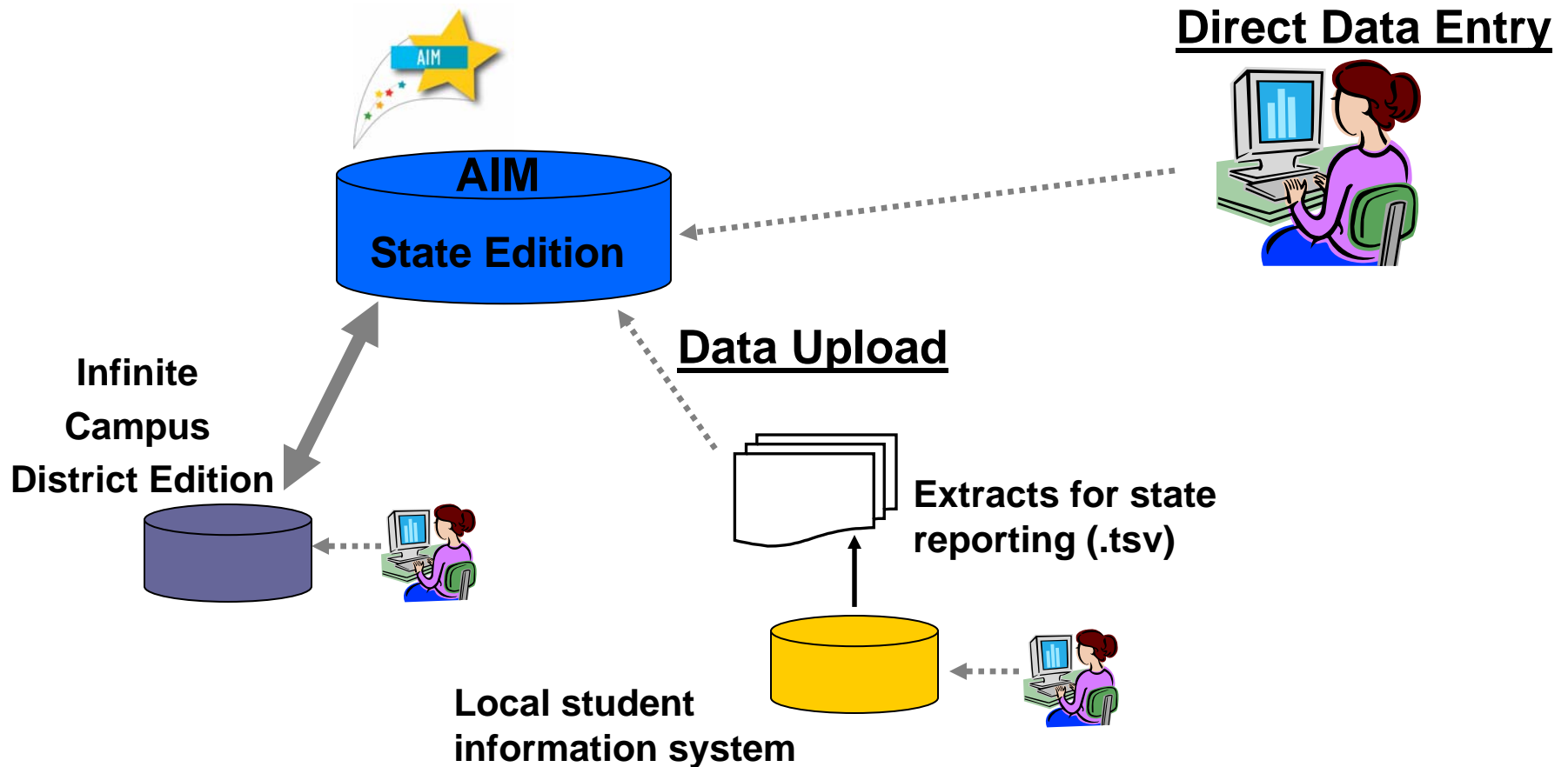
AIM Overview

- How do I
 - Enter student data?
 - Get a state ID?
 - Enroll a student?
 - Enter graduation data?
 - Add program participation data?
 - Change a student's name?
 - Set up files to upload data?
 - Pull an extract?
 - Create a filter?
 - Enter calendar information?
 - Get help?





Data Entry Process





Navigation

Year 07-08

District All Districts

School All Schools

State Edition

Index

Search

Help

Sara Loewen

AIM Web Page

Student Information

Census

Ad Hoc Reporting

System Administration

MT State Reporting

Account Settings

Access Log

Log Off

District Notices

Achievement in Montana

Montana's State Level Student Information System

• [09/12/2007]

Instructions for entering data into the new 2007-2008 school year are located under the following link: [Beginning of Year Collection](#).

School Notices

No school notices at this time.

Process Inbox

			Step	Posted Date	Due Date
No Process Inbox items at this time.					





Navigation – Search Tab

Search by

- Last Name – Wayne
- Last initial – W,
- First name - , John
- Wildcard - %

Year 06-07 District A

Index Search Help

Search for a:

Student

Go

[Advanced Search >>](#)

Index Search Help

Search for a:

Student

Student

Staff

All People

Help



Advanced Search

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search)
You may search school-wide.

Student Search

Last Name	<input type="text"/>
First Name	<input type="text"/>
Student Number	<input type="text"/>
SSN	<input type="text"/>
Grade	<input type="text" value="v"/>
Birth Date	<input type="text"/>
Gender	<input type="text" value="v"/>
StateID	<input type="text"/>

Special Ed

Status	<input type="text" value="v"/>
Setting	<input type="text" value="v"/>
Disability	<input type="text" value="v"/>
<input type="button" value="Search"/>	

Saved Filters

- Data Check
- ☒ OPI Filter Share
- ☐ School Users
- Active Enrollment
- Attendance & Enrollment Status
- Free/Reduced Meal Students
- Special Ed Students
- Title I Students



Navigation - Index Tab

Index tools are visible based on the permissions given to a user.

- Student Information
- Census
- Ad Hoc Reporting
- System Administration
- MT State Reporting

The screenshot shows a software interface with a navigation menu on the left and a sidebar on the right. The navigation menu is titled 'Index' and includes a search bar and a 'Help' button. The menu items are organized into a tree structure, with several items highlighted in yellow. The sidebar on the right contains three sections: 'District Not...', 'School Not...', and 'Process Int...', each with a status message and a 'Process' button.

Year: 06-07 District: All Districts

Index Search Help

Sara Loewen

Student Information

- General
- Special Ed
- Student Locator
- Reports

Census

- People
- Add Staff

Ad Hoc Reporting

- Filter Designer
- Report Designer
- Report Builder
- Data Export
- Cube Designer

System Administration

- Calendar
- Calendar

MT State Reporting

- MT Data Upload
- MT Extracts
- Account Settings
- Access Log
- Log Off

District Not... No district nc

School Not... No school no

Process Int... No Process i



Locate or Assign State ID

Student Locator

- Searches using SoundEx
- Multiple word names
- Male/Female
- Transfer from in-state
- Create New Student

The screenshot shows the 'Student Locator' web application. On the left is a navigation menu with options like 'Sara Loewen', 'AIM web page', 'Students Who Move during the year', 'Student Information', 'General', 'Special Ed', 'Student Locator', 'Reports', 'Census', 'Ad Hoc Reporting', 'User Communication', 'System Administration', 'MT State Reporting', 'Assessment Labels', 'MT Data Upload', 'MT Extracts', 'Account Settings', 'Access Log', and 'Log Off'. The main area is titled 'Student Locator' and contains a 'Student Search' section. Below this, there are input fields for 'Last Name*', 'First Name*', 'Gender*', 'Birth Date', 'Middle Name', 'SSN #', and 'State ID'. A 'Search--->' button is located below these fields. To the right of the search fields is a table with columns: 'Name', 'State ID', 'Gender', 'Birth Date', and '%'. The table is currently empty. At the bottom right of the main area is a 'Create New Student >' button.



Demographic Elements

- Student Name
 - ID assigned to legal name
 - Create new identity for other common use name
 - Nickname
- Race/Ethnicity
 - If parent does not declare, reliable observation of school staff
- Student Number
 - Locally assigned student ID, not required except on student demographic upload
 - Must be unique within district





Enrollment Window

Woods , Tiger

Grade:03 #853522709 DOB:12/30/1997 Gender:M

Summary **Enrollments** Programs Assessment Behavior

Save Delete Print Enrollment History New

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	04	P	World Family School 07-08 World Family School	08/29/2007	
	03	P	World Family School World Family School	01/01/2007	06/05/2007

+ General Enrollment Information

Calendar 07-08 World Family School	*Schedule Main <input type="button" value="v"/>	*Grade 04 <input type="button" value="v"/>	Class Rank Exclude <input type="checkbox"/>
*Start Date 08/29/2007 <input type="button" value="calendar"/>	No Show <input type="checkbox"/>	End Date <input type="button" value="calendar"/>	*Service Type P: Primary <input type="button" value="v"/>
*Start Status 02: Continued enrollment same school, no interruption <input type="button" value="v"/>		End Action <input type="button" value="v"/>	End Status <input type="button" value="v"/>
Start Comments <input type="text"/>		Dropout Reason <input type="button" value="v"/>	
End Comments <input type="text"/>		End Comments <input type="text"/>	

+ Graduation

+ State Reporting Fields

+ Special Ed Fields



Enrollment Details

- Enrolled in a calendar within a school
- General Enrollment Information
 - Start and End dates
 - are inclusive
 - Service Type
 - P Primary, S Partial, N Special Ed Services Only
 - No Show
 - Enter start and end date and mark in comments no show
 - Start Status Codes
- New Enrollment record
 - Change in grade level mid year
 - Withdrawal, and return
- End Status Codes
 - Promoted to another school
 - NCLB choice
 - State funded
 - ❖ Examples handout
- Dropout Reason
 - Required if End Status is 3##
 - Enter to best of knowledge
 - Use filter to verify counts
 - Standard report will be available soon





Kindergarten

- Grade levels
 - KF Full-time Kindergarten
 - A student enrolled for 720 plus aggregate hours generates 1 ANB
 - A student enrolled for 360-539 aggregate hours generates $\frac{1}{2}$ ANB
 - KH Half-time Kindergarten
 - Student enrolled for 360-720 aggregate hours generates $\frac{1}{2}$ ANB
 - Students may be enrolled as part-time in either program (or grade level)



Graduation Window

- Diploma Date
 - Date student receives diploma
- Diploma Type
 - Regular Diploma
 - Certificate of Completion
 - GED
- Diploma Period
 - Early graduate less than 7 semesters
 - Early graduate – 7 semesters
 - Four years or with IEP allowing longer
 - Graduated in more than four years

Graduation		
Next Calendar	Next Grade	
<input type="text"/>	<input type="text"/>	
Diploma Date	Diploma Type	Diploma Period
<input type="text"/>	<input type="text"/>	<input type="text"/>



State Reporting Fields

- Aggregate Hours of Instruction
 - How to calculate
- Absent
 - Indicates if the student was present (0.00) or amount absent on the count date
 - Used in calculating attendance rate in AYP
- Title I Program
 - Program Type indicates program offered by school
 - At least one Instructional Service is required
- Free/Reduced Meal
 - Mark student eligibility as of the October count date, and Test Window count date
 - If no lunch program offered, leave blank
 - If provision 2 school, mark all students as free





State Reporting Fields

- Section 504
- LEP
 - Date Entered LEP is 1st Identified Date by that district
 - Language of Impact is the language other than English that influences their English language development
 - Title III
- Migrant
 - Entered by OPI Migrant Program staff, and validated against the New Generation System
- Immigrant and Date Immigrant Entered US School
- 21st Century
 - Check if student participates anytime during the school year
 - Check if student participated in summer program, prior to this current school year
 - Record any participation between June 1st and May 31st





State Reporting Fields

- Foreign Exchange
- Gifted and Talented
 - Students are being under reported
 - Program has a one time allocation of funds
- Homeless
 - If identified anytime during the year, do not “uncheck”
 - students are eligible for services for entire year
 - Night Time Residence
 - McKinney-Vento
 - Program ensures equal access to same free, appropriate public education
 - Unaccompanied Youth





Programs Tab

Job Corps Students

The district must have entered into an interlocal cooperative agreement with a Montana Job Corps Program accredited by the Northwest Association of Accredited Schools.

Requirements for ANB eligibility of Job Corps Students

- The student must be enrolled in a public school in the student's district of residence
- The credits taken at the Job Corps Program require approval by the resident school district and must meet the resident district's requirements for graduation at a school in the district

Armstrong, Lance
Grade:KG #273558471 DOB:09/18/2001 Gender:M

Summary Enrollments **Programs** Assessment Behavior

Save X Delete New

Program Participation Editor Note: one curriculum program allowed per student

Program	Start Date	End Date	User Warning
Job Corp	09/10/2007		

Program Participation Detail

*Program
JOBCORP: Job Corp

*Start Date
09/10/2007

End Date

Eligibility Start Date
09/10/2007

Eligibility End Date





Edit Student Records

- Index > Census > People
 - Demographic
 - Error in Name, Birth Date, Gender, Race
 - Identity
 - Legal Change in Name
 - Search returns previous or current name

Year 06-07 District

Index Search Help

Sara Loewen

Student Information

General

Special Ed

Student Locator

Reports

Census

People

Add Staff

Wayne, John

Grade: 05 #958490639 DOB: 01/17/1992 Gender: M

Demographics Identities Enrollments

Save Delete Print

Person Information

PersonID 175901

*Last Name Wayne *First Name John Middle Name Suffix

*Gender Male *Birth Date (Age: 15) 01/17/1992

*Race Ethnicity 05: White, Non-Hispanic



Data Upload

- See document “**AIM File Specifications v1.#**” for complete specifications.

- File name

Format: [legal entity #]_mmdyyy.tsv

Example: 9390_04012007.tsv

- The Header Record is the first line of the file

Format:

- Type of record – always “HD”
- Date (MM/DD/YYYY)
- Time (HH:MM:SS) Military Time
- Version – “MT1.3”

Example: HD > 04/01/2007 > 11:00:00 > MT1.3



Data File Upload cont.

Example

HD	04/20/2007	15:52:16	MT1.3								
PP	9390	9399	1	Roberts Julia	614876951	1	F	Y	N	Y	TAS
PP	9390	9399	1	Gere Richard	258712490	2	R	Y	N	Y	TAS
PP	9390	9399	1	Spears Brittney	972728246	3	F	Y	N	Y	
PP	9390	9399	1	Lopez Jennifer	935720284	4	F	Y	N	Y	
PP	9390	9399	1	Johanson Scarlett	462234215	5	F	Y	N	Y	N
PP	9390	9399	1	Cruise Tom	566125930	6	F	Y	N	Y	TAS
PP	9390	9399	1	Smith Will	592176400	7	F	Y	N	Y	TAS
PP	9390	9399	1	Hopkins Anthony	729554271	8	F	Y	N	Y	TAS
PP	9390	9399	1	Hepburn Audrey	179825318	9	F	Y	N	Y	TAS
PP	9390	9399	1	Martin Steve	646781483	10	F	Y	N	Y	TAS
PP	9390	9399	1	CableGuy Larry	978042570	11	R	N	N	N	Y
PP	9390	9399	1	Worthy Jeff	992768589	12	R	N	N	Y	TAS
PP	9390	9399	1	Lane Diane	198046447	13	R	N	N	Y	TAS
PP	9390	9399	1	Russell Kurt	785644940	14	R	N	N	Y	TAS
PP	9390	9399	1	Fanning Dakota	442501223	15	N	N	N	Y	TAS
PP	9390	9399	1	Wayne John	958490639	16	N	N	N	Y	TAS
PP	9390	9399	1	Kostner Kevin	328380341	17	N	N	Y	Y	TAS
PP	9390	9399	1	Pfieffer Michelle	182382568	18	N	N	N	N	Y
PP	9390	9399	1	Jolie Angelina	234060428	19	N	N	N	Y	N
PP	9390	9399	1	Pitt Brad	199365451	20	N	N	Y	N	
PP	9390	9399	1	Sandler Adam	355894718	21	N	N	N	N	





Data Upload cont.

Excel Tips

Format columns requiring zero padding

Highlight the column and right click. Select Format Cells. On the Number tab, click Custom. Enter 0#. Click OK.

Format columns requiring dates (mm/dd/yyyy)

Highlight the column and right click. Select Format Cells. On the Number tab, click Custom. Enter mm/dd/yyyy. Click OK.

Save as .tsv (tab delimited) file

From the File menu, click Save As. In the Save as type box, choose Text (Tab delimited) (*.txt). Enter your file name #####_mm/dd/yyyy.tsv. Choose save.

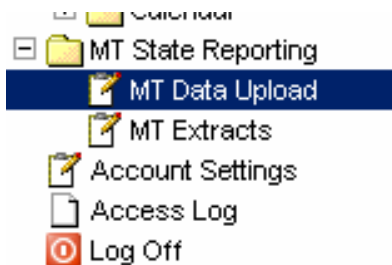
Show file extensions

Choose Control Panel, Folder Options. Click on the View tab. Uncheck the box next to Hide extensions for known file types. Click OK.





Data Upload cont.



Import Options

Import Type:

Work to Perform:

File:

- Import one record type per upload
 - Do not combine SD and EN records
- Always validate and test files first
 - If receive errors, must go back to .tsv file (or Excel file) to correct, then re-test



Data Upload cont.

- In most cases, use “Load Partial File”
- Use “Load Complete File” **only** if you want to start from scratch and erase previously entered data

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file **will replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.





Help with Data Upload Files

- Use the Secure File Transfer Service through ePass Montana when sending files with student data to the AIM support staff at OPI.

The screenshot shows the ePass Montana website. At the top is the mt.gov logo and a navigation bar with links: About Montana, Tourism & Recreation, Working & Living, Online Services, Business, Government, and Education. Below this is a green banner with 'EPASS MONTANA' and buttons for 'Instructions', 'How Do I', and 'Feedback'. The main content area has a heading 'Welcome to ePass Montana' and an image of a briefcase. Text explains that ePass Montana is a secure way to use state government services. Below this are two sections: 'Existing Customer' with fields for Username and Password, a 'Forgot your password?' link, a link for 'Montana State Employees', and a 'Login' button; and 'New Customer' with a 'Create an Account' button. The footer contains links for 'Privacy & Security', 'Accessibility', 'Contact Us', and 'Search', along with the mt.gov logo.

- Directions for setting up an ePass account and accessing the Secure File Transfer Service are available at

<http://www.opi.mt.gov/PDF/ITProjects/AIM/Documents/Technical%20Documentation/FileTransferInstructions.pdf>



Extracts

- Pulls the data from the AIM system
 - Begin a .tsv data file for uploading
 - Verify data entry
 - Compare

The screenshot shows the MT State Extracts web application. At the top, there are dropdown menus for 'Year' (set to 06-07) and 'School' (set to World Family School), with a 'State Edition' label. Below these are tabs for 'Index', 'Search', and 'Help'. The 'Index' tab is active, showing a tree view of the application's structure. The 'MT Extracts' option is highlighted. The main content area is titled 'MT State Extracts' and contains a description: 'This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.' Below this, there are two sections: 'Extract Options' and 'Select Calendars'. In 'Extract Options', the 'Extract Type' is set to 'Program Participation' and the 'Format' is set to 'Student Demographics'. In 'Select Calendars', the 'active year' radio button is selected, and the 'World Family School(9399)' is listed in the calendar selection box.

Year: 06-07 School: World Family School State Edition

Index Search Help

MT State Extracts

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.

Extract Options

Extract Type: Program Participation

Format: Student Demographics, Calendar/Schedule Structures, Days, Student Contacts, Enrollments, Program Participation, Attendance - Test Window

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

World Family School(9399)



Ad Hoc Reporting

Ad Hoc: concerned or dealing with a specific subject, purpose, or end

- Filter Designer
 - Create new filter
 - Select the data element fields
 - Choose filter criteria
 - Save to User Account
- Data Export
 - Select saved filter
 - Choose format
 - Export





Student Information Reports

- Enrollment Overlap
 - List students who have a primary enrollment in more than one school
- Enrollment Status
 - Lists students' enrollment start date, start status, end date and end status by name and grade level
 - Very useful report
- Enrollment Summary
 - Provides a breakdown of enrollments grouped by school, grade, gender and race
- Test Results
 - Lists test results by student





System Administration

- Calendar
 - Number
 - Enter start and end dates
 - bookends
 - Testing Count Date
 - March 12, 2007
- Resources
 - District Information
 - School Information
 - Title I



AIM Contacts

- Questions on Data Elements

- Nicole Weissman, Student Records Manager
406-444-3495 hours M-F 7:15 to 4:00 nweissman@mt.gov
- Jim Oberembt, Data Control Specialist
406-444-0714 hours M-F 8:00 to 12:00 joberembt@mt.gov
- Sara Loewen, AIM Unit Manager
406-444-3494 hours M-F 8:00 to 5:00 sloewen@mt.gov

- Login and Password Information

- OPI Help Desk 406-444-3448

- Technical Questions

- Infinite Campus Help Desk 1-888-461-2004

- Other Questions

- Dave Nagel, Project Manager
444-1641





Thank You

The OPI recognizes the time and effort that school users have put into the statewide student information system, AIMed at improving our K-12 data collection and reporting. Your work has made this project successful.

Thank you!

